



Viewing Student Records & Requesting Transcripts

To view/request a record for a student, click "students" in the Navigation menu.



With appropriate access:

- Teachers will be able to view records for their own students.
- School Administrators will be able to view records for their school.
- Counselors, Registrars and Triand Account Owners will be able to view records for students all over the state.



Choose your level of access. Options are:

- Students in my classes used by teachers
- Students in my school used by school level positions
- Students in my district used by district level positions
- Students in my state used by counselors, registrars and anyone else with statewide access.





For students in your classes, school, or district, with appropriate access, you can download a list of students ("Download CSV"), print Smart Core Letters for students/parents ("Smart Core PDF), and/or print student transcripts ("Transcripts PDF").

Download CSV Smart Core PDF Transcripts PDF

For any of these it is recommended that you search for only your active students ("enrolled:true" entered in the search records box) prior to downloading.

Search Records	_
enrolled:true	Search





(Note: All student names and IDs are masked with asterisk for training purposes. Users will be able to view this information.)



Use the search box to search for the student. You can search by name, state ID, district and/or school name. The example above uses a combination of the student name and district name. When the student appears, click on his or her name.

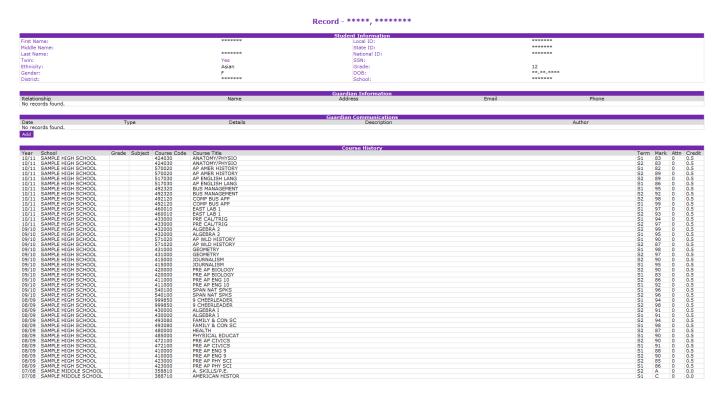
TIP:

• The search box is not case sensitive, nor does it require a specific order.

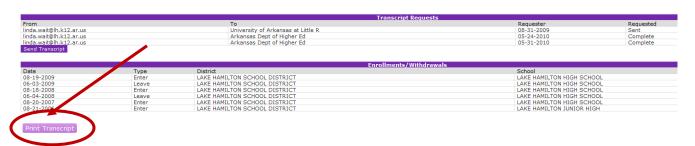




If this student is a student from your school, the student record/transcript will appear.



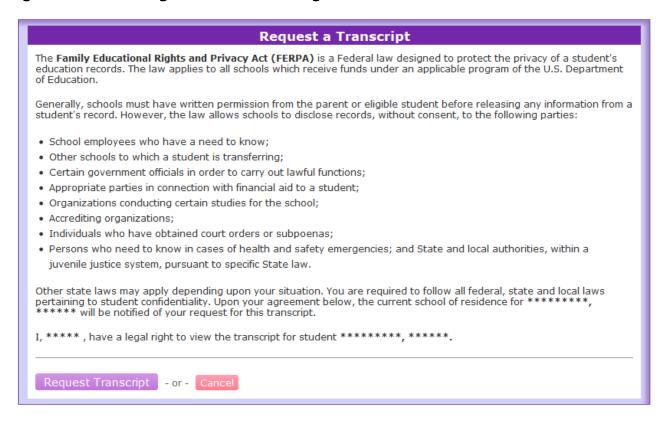
To print the transcript, review the transcript for accuracy, then scroll to the bottom of the page and click the "Print Transcript" button. This will export the record to a printer friendly Adobe PDF file.







If you are viewing a student that is not in your school, you will receive a FERPA Agreement message before accessing the record.



If you intend to officially request the transcript, click "Request Transcript" and the record will appear.

IMPORTANT:

This serves as the official transcript request. Once a user chooses to "Request Transcript", email notification is sent to the school where the student is currently enrolled. This email serves as notification that a transcript has been viewed, so the school can begin drop procedures for the student.

If you do not wish to make the official transcript request, click the "Cancel" option.

Last updated: July 8, 2015